

VACANCY ANNOUNCEMENT

Lead Systems Administrator
Information Technology Office
Federal Judicial Center
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies. The Information Technology Office (ITO) works with the other divisions of the Federal Judicial Center, including Research and Education. ITO consists of an applications development team, a systems team, and a technical support team.

The Information Technology Office has need for a skilled Systems Administrator to work in a production environment. The Center's current systems environment includes: virtualization technologies, storage area networks, fileshare appliances, automated backup systems, intranet and internet services, secure remote connectivity, and cloud services. These services are provided across multiple platforms such as Windows, UNIX, VMware, Citrix, IBM, and Microsoft. The systems hardware is spread across two datacenters and includes IBM xSeries, IBM pSeries, NetApp controllers and switches, CISCO routers, switches and hubs, Citrix network appliances, NetApp storage solutions, and others.

DUTIES AND RESPONSIBILITIES

The incumbent will be part of the ITO Systems Team and work under the supervision of the Systems Team Manager and the ITO Director. The incumbent will be responsible for the implementation and maintenance of computer systems and networks of all the Center's systems at DC, Ashburn, and the internet.

More specifically, incumbent will be responsible for, but not limited to:

Proactive Planning: The incumbent will be required to work with the team to plan system changes efficiently and with minimal impact to users. System changes include fixes, new technology implementation, upgrades, and any change that will help to prevent future problems or a problem from becoming worse. Must be able to assess and mitigate risks for various projects. Incumbent is expected to provide the latest technology solutions to meet user needs.

Troubleshooting: The incumbent must be able to use analytical skills to locate and identify the source of a problem, communicate this and resolve it as soon as possible. Hours may occasionally include weekend and off-hour work in order to resolve urgent problems or to ensure that maintenance work does

not interrupt system availability during normal business hours. The incumbent should have experience with a variety of network troubleshooting tools.

MANDATORY QUALIFICATIONS

Applicants must possess:

- an undergraduate degree in computer science or related area plus seven years of demonstrated ability in computer systems administration and analytical problem solving;
- or a master's degree in computer science or related area plus five years in computer system administration and analytical problem solving;

Applicants must also possess good interpersonal, verbal and writing skills. In addition the incumbent must have strong computer systems analytical skills for diagnosing and resolving problems including familiarity with the following:

- **Citrix** : Virtual Desktop Infrastructure (VDI), provisioning servers, Desktop Delivery Controllers, Secure Gateways, Xen Clients, Xen Desktops, Xen Servers, Bridge Repeaters, and Citrix Databases.
- **VMware**: vSphere, vCenter Server, and VMware databases.
- **Networking**: network configuration, port verification, review network logs. NetApp appliance and WAN optimizers.
- **Remote access tools**: monitor and maintain systems remotely (e.g., IBM Director).
- **Cisco**: Routers (e.g., admin client for configuring ports and troubleshooting).
- **Microsoft**: Active Directory, Roaming profiles, Group policy, DNS, DHCP, SQL Server, and IIS (ftp, web, etc.).
- **IBM**: Tivoli Storage Manager, AIX, and IBM hardware, xSeries, pSeries, SANs, tape library, switches, blades, etc.
- **Solutions**: Specific experience in researching solutions to computer system problems; Specific experience in finding and implementing solutions based upon user needs.
- **Contractors**: Experience working with outside contractors.

DESIRABLE QUALIFICATIONS

In addition, experience in these specific areas is highly desirable:

- **Research Applications:** SAS (Statistical Analysis Software), SPSS, and Sentinel.
- **Desktop Productivity Applications:** Adobe Acrobat, Word, Excel, PowerPoint, WebEx, etc. Must be able to resolve any system related issues arising from the use of productivity applications.
- **Drupal:** Support the workflow process of Drupal code and database across the multistage Drupal environment. SSH, GIT, Redhat Linux, MySQL, PHP and shell scripting.
- **Domino/Lotus Notes 9:** Administration including Spam Sentinel. Domino experience to support and assist the Domino administrator with system configuration tasks when necessary.
- **Other:** NetApp filer and CIFS storage appliance, Web statistics.
- **Documentation:** Experience in providing documentation and system diagrams, training and technical support for system projects.
- **Training:** Experience in training end-users.
- **Systems security:** Experience in identifying and recommending proactive solutions and system security measures.
- **Unix:** Specific experience administrating UNIX (any flavor; ITO uses AIX and Red Hat).
- **Procurement:** Experience with procurement (e.g., SEWP).

SALARY AND BENEFITS

The starting salary is set at \$113,574. For the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$119,253, may be considered based upon the successful candidate's current salary. The FJC uses a payband compensation system. This position falls in the Center's payband VI which has a salary range up to \$179,322, although not all incumbents in payband VI positions can expect to reach the top of the range. For the successful internal candidate whose current salary is below the payband base of \$113,574, that person's salary will be brought up to the base. If the successful internal candidate's current salary is above the base, his/her salary will be matched up to the top of payband VI.

A civil service rating is not required. The position does not carry the tenure rights of positions in the competitive civil service. Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also

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Announcement #15-04

available on a case-by-case basis. The Federal Judicial Center is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

All new employees with the Federal Judicial Center will be subject to an FBI/OPM background check. All hiring decisions are provisional based on a favorable outcome. Relatives of Center staff members may not be employed at the Center in any capacity.

APPLICATION PROCEDURES

Please submit resume with a cover letter addressing the qualifications to:

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #15-04
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003

To receive full consideration, applications are due by April 13, 2015; however, this vacancy will remain open until filled. Please refer to Announcement #15-04 on your application.

The Federal Judicial Center is an Equal Opportunity Employer